



## MEMORANDUM

TO: Robert Klein, Chair and  
Members of the Board

DATE: October 18<sup>th</sup> 2016

FROM: Cynthia Franklin, Director

RE: Director's Report

### **Licensing Section**

The Licensing Section is struggling. On August 24, 2016, a BRE retired unexpectedly. The recruitment to replace that examiner is still working its way through DCCED processes. AMCO does not expect to have another licensing examiner until renewal season is well under way. The administrative team has begun training to reclaim administrative aspects of processing permits, new and transfer applications, and renewals in an attempt to allow the three remaining examiners to examine more applications in the same time period.

Renewals will be handled a bit differently this year. Some renewal applications, such as recreational site license renewals, will be identified for board review. AMCO is returning to a temporary renewal document to assure that all licensees understand their license is not renewed until local governing body and all other approvals are received.

### **Enforcement Section**

Enforcement has been focusing on inspections and multiple investigations regarding Title 4 issues such as selling alcohol without a license, making false statements on application documents, closing and opening hours as they relate to municipal ordinances, and more.

A briefing of activities from Enforcement Supervisor James Hoelscher is attached to this report.

### **Administration Section**

AMCO Administrative Officer Craig Douglas began work on August 22, 2016. Craig comes to AMCO from DPS, where he trained on state programs and taught classes on IRIS. Craig is a quick learner and brings energy and a great sense of humor to the administrative team and the 16<sup>th</sup> floor.

Craig is spearheading the 16<sup>th</sup> floor remodel project for AMCO. The licensing and administrative teams, along with the director, have moved into temporary quarters next door in 1610 while 1600 is remodeled to accommodate a new staff member. When 1600 is finished and we have moved back in, the enforcement team will move to 1610 and we will all be together on 16.



#### **Title 4 Stakeholders Group and Director Presentations**

The Title 4 stakeholders group is powering through to meet Senator Micciche's goal of draft language for a bill revising Title 4 by mid-November. Meetings of the steering committee have been long, technical and lively. Thanks to Bob Klein, Ellen Ganley and Tom Manning for their time in attending steering committee and internet sales subcommittee meetings in the interim between board meetings.

The Director attended the quarterly meeting of the Impaired Driving Task Force in early October. Additional upcoming meetings on ABC topics include the Elks club on club license issues in mid-November, an update to multiple municipal organizations in mid-November, and a meeting with UAA concerning theater licenses in early November.

#### **AMCO's New Local Government Specialist**

In the FY17 budget, AMCO received an addition of a Local Government Specialist IV to the staff. This addition was in response to a heightened need for explanation for local governments for both alcohol and marijuana licensing issues, as well as a request from the Title 4 stakeholders group that AMCO have appropriate staff to take on DCCED duties of educating the public, local governments and other stakeholders in liquor licensing issues. The LGS IV will work under the supervision of AMCO's Program Coordinator, Sarah Oates. Recruitment is well under way, with a posting for state employees only due to the minimum qualifications requirement of at least one year experience as a Local Government Specialist III. AMCO expects to have the new hire on board between November 15 and December 1, 2016.

In addition to education issues and responding to questions, the AMCO LGS will take on the regulations projects. It is our hope that this will enable us to more thoroughly and systematically meet the requirements of the Administrative Procedure Act for regulations projects.